Office of the Schools Division
Superintendent

November 11, 2026

DIVISION MEMORANDUM
No. 547, s. 2026

DISSEMINATION OF REGIONAL MEMORANDUM NO. 859, S.2026 ON THE IMPLEMENTING GUIDELINES FOR THE DISSEMINATION, INTERPRETATION, AND UTILIZATION OF THE 2025 COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) CERTIFICATE OF RATINGS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
OSDS, CID, and SGOD Officials and Personnel
PSDSs & PICDs
All Public & Private Secondary School Heads
Senior High School Coordinators
Guidance Counselors/Guidance Designates
All Others Concerned
This Division

1. Attached is Regional Memorandum No. 859, s. 2026, which disseminates BEA Advisory No. 027, s. 2026 regarding the implementing guidelines for sharing, interpreting, and utilizing the 2025 Computer-Based National Career Assessment Examination (CB-NCAE) Certificates of Rating.

2. All School Heads, School Testing Coordinators, Guidance Counselors, and designated Career Advocates shall guarantee that the CB-NCAE Certificates of Rating (CORs) are properly distributed, interpreted, and applied following the guidelines set by the BEA.

3. All schools are instructed to:

    a. Promptly distribute the CORs to all eligible learners;
    b. Cross-check all received COR files with the official list of test takers;
    c. Uphold strict confidentiality and data security for all learner records in accordance with the Data Privacy Act of 2012;
    d. Deliver suitable career guidance and counseling interventions based on the CB-NCAE results; and
    e. Rigorously follow the established procedures when requesting corrections or

reissuance of CORs for learners with information discrepancies.

4. The School Testing Coordinators (STCs) must gather and consolidate learner data correction requests using the official Form A template found at: https://tinyurl.com/3295fby.

5. All correction requests must be verified and validated against official school documents prior to being endorsed to the Schools Division Office. The Division Testing Coordinator will then consolidate and submit these requests through https://forms.gle/agSPpX6ijakqsD7S9 no later than November 27, 2026.

6. A virtual orientation covering the implementation of these guidelines will take place on Friday, November 20, 2026, from 9:00 AM to 12:00 NN via: https://tinyurl.com/PSFfortheFieldOffices.

7. For queries, please contact Dr. Nueva A. Andag, SEPS, In-charge for M&E –Testing, through Mobile Phone No. 0909 772 5752 or email at nueva.andag@deped.gov.ph

8. Immediate dissemination of this memorandum is desired.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
No. 947 Date: 11-12-26
Time: 3:05 By:

Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA
Office of the Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE IX
RELEASED
10203
By Mark Ariel Blanco - Releasing Date: 11/5/20

November 3, 2026

REGIONAL MEMORANDUM
No. 859, s. 2026

DISSEMINATION OF BEA ADVISORY NO. 027, S. 2026 ON THE IMPLEMENTING GUIDELINES FOR THE DISSEMINATION, INTERPRETATION, AND UTILIZATION OF THE 2025 COMPUTER-BASED NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) CERTIFICATE OF RATINGS

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
Division Chiefs
Public and Private Secondary School Heads
Senior High School Coordinators
Guidance Counselors/Guidance Designates
All Others Concerned
This Region

1. Attached is **BEA Advisory No. 027, s. 2026**, titled **"Implementing Guidelines on the Dissemination, Interpretation, and Utilization of the 2025 Computer-Based National Career Assessment Examination (NCAE) Certificate of Ratings,"** issued by the Department of Education through the Education Assessment Division (EAD).

2. The Regional Testing Coordinators (RTCs), Division Testing Coordinators (DTCs), School Heads, Guidance Counselors, and Designated Career Advocates shall ensure the proper dissemination, interpretation, and utilization of the CB-NCAE Certificates of Rating (CORs) in accordance with the guidelines prescribed by the BEA.

3. Schools Division Offices (SDOs) are directed to:

   a. Ensure the immediate dissemination of the CORs to all eligible schools and learners;
   b. Verify all received COR files against the actual roster of test takers;
   c. Maintain strict confidentiality and security of learner data in compliance with the Data Privacy Act of 2012;
   d. Provide appropriate career guidance and counseling interventions utilizing the CB-NCAE results; and
   e. Strictly observe the procedures for correction and reissuance of CORs for learners with profile discrepancies.

4. School Testing Coordinators (STCs) shall consolidate requests for correction of learner information using the official Form A template available at: https://tinyurl.com/32956fbv.

5. Rquests shall undergo verification and validation against official school records before endorsement to the Schools Division Office. The Division Testing Coordinator shall consolidate and submit all correction requests through the Republic of the Philippines Department of Education REGIONAL OFFICE IX, ZAMBOANGA PENINSULA Doc. Ref. Code RO-ORD-F001 Rev 00 Effectivity 09.06.2023 Page 2 of 1 following link: https://forms.gle/agSPpX6ijakqsD7S9 on or before **November 27, 2026**. Only one consolidated submission per division shall be accepted.

6. A virtual orientation on the implementation of the guidelines shall be conducted with the following details:

Date	Time	Platform
November 20, 2026 (Friday)	9:00 AM – 12:00 NN	https://tinyurl.com/urfje69h

Meeting ID: 421 654 445 298 026
Passcode: 86Kp6bL7

7. Printing expenses for the CORs and other authorized administrative activities shall be charged against the Basic Education Curriculum (BEC) Program Support Funds (PSF), subject to existing accounting and auditing rules and regulations. The pertinent PSF guidelines may be accessed through: https://tinyurl.com/PSFfortheFieldOffices

8. All concerned personnel are enjoined to ensure the proper, secure, and timely dissemination, interpretation, and utilization of the CB-NCAE CORs and to strictly observe data privacy and confidentiality requirements in handling learners' assessment results.

9. Immediate dissemination of and compliance with this Memorandum is desired.

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RONELO AL K. FIRMO, PhD, CESO IV
Regional Director

QAD/LLM/fbc/RM
____/November 3, 2026